



## Scholarship Guidelines

Family Hope Foundation  
7086 8<sup>th</sup> Avenue  
Jenison, MI 49428  
(616) 780-3839  
[www.thefamilyhopefoundation.org](http://www.thefamilyhopefoundation.org)

Purpose: To assist families of children with special needs by providing financial assistance for therapy related services that may not otherwise be covered by insurance or other funding sources.

Types of support: Examples of eligible therapy related services include, but are not limited to, physical therapy, occupational therapy, speech therapy, music therapy, recreational therapy, massage therapy, psychology and psychiatry.

### Process of Applying for Scholarship Funds:

- Scholarships will be awarded in amounts up to \$1,000 with special consideration given to those who have not previously received funds from Family Hope Foundation.
- Applications must be completed on our form and **received** by mail or hand delivered by the due date to: Family Hope Foundation, 7086 8<sup>th</sup> Avenue, Jenison, MI 49428. Applications will not be accepted electronically.
- Applications will be accepted and funds distributed twice a year. Applications due on April 1<sup>st</sup> will be accepted no earlier than March 1<sup>st</sup>. Applications due on October 1<sup>st</sup> will be accepted no earlier than September 1<sup>st</sup>. If the deadline is on a weekend, applications will be due the following Monday.
- Applicants will be notified within two months of the application deadline as to whether their scholarship request is being fulfilled (notifications to be sent by June 1<sup>st</sup> and December 1<sup>st</sup>). At that time, accepted applicants will be required to submit further verification and final documentation. This documentation must be received within one month of the request.
  - Final documentation will include, but is not necessarily limited to:
    - Proof of portion of therapy not covered by insurance
    - Evidence of disability (i.e. letter from a doctor, transcription from doctor visit)
    - Proof of Guardianship, if not legal parents

### Specifics about the Application Form:

- Only completed applications will be considered for scholarship funding.
- Only one application per individual will be accepted per funding cycle.
- Do not include additional information with the application such as IEPs, therapy notes, physician transcripts, photos, letters of support, etc.
- Applications must be completed by the parent or guardian. An individual with special needs may complete an application for themselves if desired and if he/she is over 18 years of age. Assistance in completing the form is acceptable for all parties, if needed, but no other individual or organization may apply on their behalf.

- The “applicant” refers to the individual with special needs who will benefit from the therapy being requested.
- *Gift of Hope* is a program of Family Hope Foundation that allows groups, service clubs or businesses to sponsor a scholarship recipient. Partnering with other groups allows Family Hope Foundation to raise additional funds and provide assistance to more families. Receiving a *Gift of Hope* scholarship requires the applicant family to:
  - Sign a release that gives us permission to share your name, age, disability, story and therapy needs with the sponsoring *Gift of Hope* group to create an individual connection. No personal contact information will be disclosed.
  - Be willing to adhere to the request of the sponsoring group for a personal connection, such as:
    - Send a personal thank you note with a photo to the sponsoring group,
    - Attend a meeting of the group to introduce your child and say thank you,
    - Write a letter after your therapy is complete, explaining its value and your gratitude.
- Requests can be made to only one therapy provider per application. (Example: You may request a scholarship for OT and speech at the same therapy location. You may not request your scholarship be split to receive OT at one location and speech at another location.)
- It is recommended that you designate a specific therapy provider that you would like to participate with. If you do not know where to go for therapy, we urge you to do that research before filling out this request for funding support. You can use the list of our Therapy Partners located on our website as a guide ([www.thefamilyhopefoundation.org](http://www.thefamilyhopefoundation.org)) or call Family Hope Foundation for assistance (616-780-3839).
- An additional page may be attached in order to briefly answer the narrative questions and list of therapies. All other questions must be answered on our form.

Scholarship Payment: Scholarship money will be paid directly to the approved therapy provider. Funds will not be distributed in cash and will not be given to the recipient.

Approved Therapy Providers: Family Hope Foundation forms a partnership with each therapy provider that receives funding for a scholarship recipient. Providers must meet the Family Hope Foundation “Provider Guidelines” requirements and be approved by the Board of Directors as a Community Partner.

Geographic Focus: Giving is primarily focused in the West Michigan area.

Limitations: No scholarships are given for endowment funds, operating budgets, expenses for established programs, fundraising drives, salaries, debt reduction, medication, transportation, equipment, travel expenses or expenses incurred for therapy received prior to the scholarship award.

Other: Applications will be accepted without regard to sex, religion, ethnic background, race or national origin. However, the recipient must meet criteria for therapy in order to receive the scholarship.

Contact Information: If you have questions regarding the application process or scholarship program, call Family Hope Foundation at (616) 780-3839.